

XPERTNEST

Code of Ethics & Professional Conduct

"At Xpertnest, integrity is not a policy — it is the foundation of every decision we make, every relationship we build, and every solution we deliver."

This Code of Ethics applies to all Xpertnest employees, contractors, consultants, and partners. It defines the ethical standards we hold ourselves to in every interaction.

1. Integrity & Honesty

We conduct all business with transparency, accuracy, and honesty — with clients, colleagues, and partners alike.

- Be truthful in all communications — internal and external.
- Never misrepresent Xpertnest's capabilities, pricing, or deliverables.
- Report errors, risks, or project issues promptly and honestly.
- Do not falsify timesheets, expense claims, or business records.

2. Conflicts of Interest

Employees must avoid situations where personal interests conflict — or appear to conflict — with those of Xpertnest or its clients.

- Disclose any financial interest in a client, competitor, or supplier relationship.
- Do not engage in outside employment that competes with Xpertnest without written approval.
- Recuse yourself from decisions where you have a personal stake.
- Gifts or hospitality from clients exceeding £100 in value must be disclosed to HR.

3. Confidentiality & Data Protection

We handle all client, employee, and business information with the highest level of discretion and in compliance with applicable data privacy laws (GDPR, IT Act, etc.).

- Never share confidential client data, source code, or commercial terms without authorisation.
- Use only company-approved tools and storage platforms for client data.
- Access only the data and systems you are authorised to use.
- Report any suspected data breach or security incident immediately to IT/Compliance.
- Confidentiality obligations survive the end of your employment or engagement.

4. Respect, Inclusion & Anti-Harassment

Xpertnest is committed to a workplace where every individual is treated with dignity and respect, regardless of background, identity, or role.

- Zero tolerance for harassment, bullying, discrimination, or intimidation — in any form.
- Do not make offensive remarks relating to gender, religion, race, age, disability, or sexual orientation.
- Speak up if you witness behaviour that violates this policy — silence is not neutral.
- Retaliation against anyone who raises a concern in good faith is strictly prohibited.

5. Fair Dealing & Anti-Bribery

We compete on merit and refuse to participate in bribery, corruption, or unfair business practices in any jurisdiction.

- Never offer, give, solicit, or accept bribes, kickbacks, or improper payments.
- Do not use third parties (agents, sub-contractors) to channel improper payments.
- Marketing expenses and hospitality must be reasonable, documented, and approved.
- Comply fully with anti-bribery laws applicable in all countries where Xpertnest operates.

6. Intellectual Property & Company Assets

- Do not use Xpertnest IP, tools, or systems for personal commercial gain.
- All work product created during employment belongs to Xpertnest unless otherwise agreed in writing.
- Respect third-party IP — do not use unlicensed software, images, or content.
- Use company hardware, software, and infrastructure responsibly and only for authorised purposes.

7. Professional Standards & Quality

- Deliver work that meets agreed quality standards, timelines, and client expectations.
- Raise scope, resource, or timeline concerns early — never hide delivery risks.
- Maintain and continuously develop professional skills relevant to your role.
- Represent Xpertnest professionally on client premises, video calls, and social media.

8. Speaking Up & Reporting Concerns

Every employee has a responsibility — and the right — to raise concerns without fear of retaliation.



How to report	Speak to your Line Manager, HR, or email ethics@xpertnest.com
Anonymous reports	Use the confidential reporting channel (details on intranet)
Investigation	All reports are investigated promptly and fairly
No retaliation	Any retaliation against a reporter is itself a disciplinary offence

CONSEQUENCES OF BREACH

Violations of this Code may result in disciplinary action up to and including termination of employment or contract, recovery of damages, and referral to relevant legal or regulatory authorities.